



# County of San Diego

## CITIZEN PARTICIPATION PLAN

**Community Development Block Grant  
HOME Investment Partnerships Program  
American Dream Downpayment Initiative  
Emergency Shelter Grant  
Housing Opportunities for Persons with AIDS**



**DEPARTMENT OF HOUSING AND COMMUNITY  
DEVELOPMENT**

3989 RUFFIN ROAD, SAN DIEGO, CALIFORNIA 92123-1890



# COUNTY OF SAN DIEGO CONSORTIUM

## CITIZEN PARTICIPATION PLAN

### INTRODUCTION

It is the policy of the County of San Diego to ensure adequate citizen involvement in the planning, implementation, and evaluation of its housing and community development programs. The following Citizen Participation Plan (CPP) establishes the citizen participation standards for purposes of the CDBG, HOME, ADDI, ESG, and HOPWA programs.

This Citizen Participation Plan is prepared and implemented in accordance with the guidance provided in U.S. Department of Housing and Urban Development (HUD) Regulations 24 CFR Part 91.105.

Consortium members who are CDBG entitlement communities shall also adopt and implement a CPP that complies with the requirements of 24 CFR Part 91.105.

#### A. Definitions

ADDI: American Dream Downpayment Initiative, a HUD grant that provides funds for homebuyer assistance such as downpayment and closing costs.

Annual Action Plan: the annual allocation plan related to CDBG, HOME, ADDI, ESG, and HOPWA grant funds.

CDBG: Community Development Block Grant, a HUD grant that provides funds for a variety of community development programs that benefit low and moderate income persons.

Consolidated Annual Performance Evaluation Report (CAPER): the annual assessment of performance related to the above grant funds.

Consolidated Plan: a five-year strategic plan, prepared in accordance with the requirements of 24 CFR Part 91, submitted to HUD and serves as an application for funding under the CDBG, HOME, ADDI, ESG, and HOPWA programs.

CPP: Citizen Participation Plan.

ESG: Emergency Shelter Grant, a HUD grant that provides funds for homeless shelters and supportive services.

HOME: Home Investment Partnerships Program, a HUD grant that provides funds to expand the supply of decent affordable housing for low and moderate income households.

HOME Consortium: the HOME Consortium includes the Urban County and six CDBG entitlement jurisdictions that participate in the HOME program through the County. At the writing of the 2005-2010 Consolidated Plan, the six jurisdictions are: Carlsbad, Encinitas, La Mesa, San Marcos, Santee, and Vista.

HOPWA: Housing Opportunities for Persons with AIDS, a HUD grant that provides funds for housing and support services for low income persons living with HIV/AIDS and their families.

HUD: the Federal Department of Housing and Urban Development.

Urban County: the Urban County is comprised of the unincorporated County areas and participating jurisdictions (with population less than 50,000, and not entitled to receive CDBG funds directly from HUD). At the writing of the 2005-2010 Consolidated Plan, the participating jurisdictions include: Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway, and Solana Beach.

## **B. Administrative Responsibilities and Contact Information**

The County of San Diego (County) is the recipient of all CDBG, HOME, ESG, and ADDI funds. Through contractual arrangements with the City of San Diego, which is the recipient of HOPWA funds, the County administers the HOPWA program. For specific program information, contact the respective Program Coordinators at (858) 694-4885 or [hcdgen1@sdcounty.ca.gov](mailto:hcdgen1@sdcounty.ca.gov).

The County Department of Housing and Community Development has responsibility for administration of the Consolidated Plan process, which includes all activities related to development and dissemination of Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance Evaluation Reports. Additional information may be obtained from the CDBG Program Administrator at (858) 694-4807, [hcdgen1@sdcounty.ca.gov](mailto:hcdgen1@sdcounty.ca.gov).

## **C. Encouraging Public Participation**

It is the intent of the County of San Diego to encourage and facilitate the participation of residents in the formulation of priorities, strategies and funding allocations related to the Consolidated Plan process, emphasizing involvement by low and moderate income persons, especially those living in low and moderate income neighborhoods. The County also encourages participation of minority populations, including people who do not speak English and persons with disabilities.

The County shall encourage, in consultation with public housing authorities, the participation of residents of public and assisted housing developments, in the process of developing and implementing the consolidated plan.

Role of Low and Moderate Income People: The primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing decent housing, a suitable living environment, and growing economic opportunities - all principally for low and moderate income people.

Because the amount of federal CDBG, HOME, ADDI, ESG, and HOPWA money San Diego County receives and/or administers each year is primarily based on the severity of both poverty and substandard housing conditions in the Urban County, the County recognizes the importance of public participation that genuinely involves people who have experienced these conditions. It is the County's intent to provide opportunities for meaningful involvement by low income people at all stages of the process, including:

- Needs identification
- Priority setting
- Funding allocations
- Program recommendations

#### **D. Stages of the Consolidated Plan Process**

The policies and procedures in this CPP relate to five specific stages of action mentioned in law or regulation. These stages include:

1. The needs assessment stage, i.e., the identification of housing and community development needs that generally occurs during development of a Consolidated Plan.
2. The plan development stage, i.e., preparation of a Draft Consolidated Plan and/or Draft Annual Action Plan.
3. The approval stage, i.e., formal approval by elected officials of a final Consolidated Plan or Annual Action Plan.
4. The amendment stage, i.e., when a change is made in the proposed use of funds in an Annual Action Plan or to the priorities established in the Consolidated Plan, a formal Substantial Amendment will be proposed, considered and acted upon. (See "Stages in the Process" of this CPP for the definition of what constitutes a substantial amendment).
5. The performance review phase, i.e., preparation of the CAPER .

#### **E. Program Year in the County of San Diego**

The "program year" established by the County for these funds is July 1 through June 30.

### **PUBLIC NOTICE**

#### **A. Items Covered by the Public Notice Requirement**

The County will provide advanced public notice once any of the following documents is available: the Proposed Annual Action Plan or Consolidated Plan, any proposed

Substantial Amendment, and the Annual Performance Report. In addition, the County will provide public notice of all public hearings related to the funds or to the planning process covered by this CPP.

## **B. “Adequate” Advance Public Notice**

HUD considers two weeks advance public notice to be adequate for the public to permit informed comment. The amount of lead time can also vary, depending on the event. Specific minimum amounts of lead time for different events are described later in this CPP.

## **C. Forms of Public Notice**

Public notices will be published in the *San Diego Union Tribune* and *La Prensa* newspapers. Whenever feasible, display ads and/or press releases for publication in appropriate neighborhood and ethnic newspapers will also be used. Notice will also be given through mailings to other organizations or individuals who have requested receipt of such notices.

The proposed Consolidated Plan will be published to afford citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and to submit comments. The requirement for publishing will be met by publishing a summary of the proposed Consolidated Plan in the above-mentioned newspapers.

# **PUBLIC ACCESS TO INFORMATION**

The County of San Diego will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, as well as the proposed, actual, and past use of funds covered by this CPP. In addition, the County will provide the public with reasonable and timely access to local meetings related to the proposed or actual use of funds.

## **A. Standard Documents**

Standard documents include: the proposed and final Annual Action Plans, the proposed and final Consolidated Plans, proposed and final Substantial Amendments to an Annual Action Plan or Consolidated Plan, Consolidated Annual Performance Reports and this Citizen Participation Plan.

## **B. Availability of Standard Documents**

In the spirit of encouraging public participation, copies of standard documents will be provided to the public. These materials will be available in a form accessible to persons with disabilities, upon request to the CDBG Program Administrator at (858) 694-4807, [hcdgen1@sdcounty.ca.gov](mailto:hcdgen1@sdcounty.ca.gov).

### **C. Places Where Standard Documents Are Available**

Standard documents are available at the following locations:

- County Department of Housing and Community Development
- City halls of all participating cities in the Urban County and HOME Consortium
- County Department of Housing and Community Development web site, <http://www.sdcountry.ca.gov/sdhcd/index.html>

## **PUBLIC HEARINGS**

Public hearings will be held at key stages of the process to obtain the public's views and to provide the public, to the greatest extent possible, with responses to their questions and comments. The County holds public hearings to obtain input regarding community needs during development of a Consolidated Plan, to review proposed uses of the funds in each Annual Action Plan, and to review program performance. More information about these specific hearings is contained in "Stages of the Process" of this CPP.

### **A. Access to Public Hearings**

Public hearings will be held only after there has been adequate notice as described in "Public Notice" of this CPP. At a minimum, an advertisement in the *San Diego Union Tribune* and a Spanish language version in *La Prensa*, published at least ten days before the hearing, is required. The County web-site at [www.sdcountry.ca.gov](http://www.sdcountry.ca.gov) also posts the Board of Supervisors meeting agendas and information on each agenda item.

Public hearings are held before the Board of Supervisors at the County Administration Center, 1600 Pacific Highway, Room 310, San Diego, California 92101, easily accessible by public transit.

### **B. Public Hearings and Populations with Unique Needs**

All public hearings are held at locations accessible to people with disabilities. If non-English speaking or hearing impaired residents request assistance to participate in a public hearing, the County will provide appropriate assistance to the greatest extent possible.

## **PUBLIC MEETINGS**

The County holds public meetings related to the Consolidated Plan process in Neighborhood Revitalization Areas in and around the month of September. Anyone interested in being notified of the meetings can call or otherwise contact HCD to be placed on the community meeting mailing list.

## **STAGES IN THE PROCESS**

### **A. Identifying Needs**

Because the housing and community development needs of low and moderate income people are so great and so diverse, priorities must be set in order to decide which needs should get more attention and more resources than other needs. This is the basic reason the Consolidated Plan exists.

The County holds public meetings to obtain residents' opinions about needs and what priority those needs have during the development stage of the Consolidated Plan (every 5 years). Public meetings about needs will be completed at least 15 days before a draft Consolidated Plan is published for comment, so that the needs identified can be considered by the County and addressed in the draft Plan.

### **B. “Proposed” Annual Action Plan and/or Consolidated Plan**

The law providing the funds related to this CPP calls for improved accountability of jurisdictions to the public. In that spirit and in compliance with the terms of the law, the County will use the following procedures:

General Information: At the beginning of this stage, usually in August of each year, the County will provide public notice of the anticipated receipt of grant funds, including an estimate of the amount of CDBG, HOME, ADDI, ESG, and HOPWA funds it expects to receive in the following year and a description of the range of types of activities that can be funded with these resources. Also, the notice will provide an estimate of the amount of these funds that will be used in ways that will benefit low and moderate income people. Contact information will be included in the notice so that interested persons can obtain additional information.

The plans of the County to minimize the extent to which low and moderate income people will have to leave their homes as a result of the use of these federal dollars (displacement) are also available at this stage. The County's “anti-displacement plan” describes how the County will compensate people who are actually displaced as a result of the use of these funds, specifying the type and amount of compensation.

Technical Assistance: County staff will work with organizations representative of low and moderate income people who are interested in submitting a proposal to obtain funding for an activity. Technical assistance workshops regarding the funding process and how to apply will be provided to interested organizations early in the process.

Availability of a Proposed Plan: Copies of Proposed Consolidated Plans and/or Annual Action Plans are made available by request. In addition, copies are made available at the locations specified above in “Public Access to Information” of this CPP.



Public Hearings and Further Action: In addition to the public meetings held in the community regarding proposed Plans, public hearings about proposed Plans are held by the Board of Supervisors. All comments from the public meetings, as well as those received in writing during the 30-day public comment period, are presented to the Board of Supervisors for their consideration. All such comments are considered by staff and presented in the final Plans.

### **C. Final Annual Action Plan and/or Consolidated Plan**

Copies of the final Plan and a summary will be made available to the public upon request at cost. In addition, copies will be available at the locations specified above in “Public Access to Information.”

### **D. Substantial Amendments to the Consolidated Plan**

The following are defined as substantial amendments by the County and will require public notice and provision of a public comment period:

1. Changes in the use of CDBG funds from one eligible activity to another;
2. A change in allocation priorities or a change in the method of distribution of funds;
3. Carrying out an activity, using funds from any program covered by the plan, not previously described in the action plan;
4. A change in the purpose, scope, location, or beneficiaries of an activity; or
5. Any use of HUD 108 financing that was not described in the Consolidated Plan.

Public Notice and Public Hearing for Substantial Amendments: The County will provide reasonable notice of a proposed Substantial Amendment so that residents will have an opportunity to review and comment on it. Notice will be made according to the procedures described in “Public Notice” of this CPP and will allow a 30-day period for public comment. In preparing a final Substantial Amendment, due consideration will be given to all comments and views expressed by the public. The final Substantial Amendment will have a section that presents all comments and explains why any comments were not accepted.

### **E. Consolidated Annual Performance Evaluation Report**

Every year, the County must submit to HUD the Consolidated Annual Performance Evaluation Report (CAPER), within 90 days of the close of the program year, i.e., by September 28. In general, the CAPER describes how funds were actually spent and the extent to which these funds were used for activities that benefited low and moderate income people.

Public Notice for CAPERs: The County will provide reasonable notice that the CAPER is available so that residents will have an opportunity to review and comment on it. Notice will be made according to the procedures described in “Public Notice” above.

Public comments will be accepted during a 15-day comment period described in the public notice.

Copies of the CAPER will be made available to the public upon request. In addition, copies will be available at the locations listed in “Public Access to Information.”

In preparing a CAPER for submission to HUD, consideration will be given to all comments and views expressed by the public, orally or submitted in writing. The CAPER sent to HUD will have a section that presents all comments.

## **COMPLAINT PROCEDURES**

Written complaints from the public about the County’s citizen participation process or the Consolidated Plan process will receive careful consideration and will be answered in writing within 15 working days. Written complaints should be sent to the CDBG Coordinator at the following address: County of San Diego, Department of Housing and Community Development, 3989 Ruffin Road, San Diego, CA 92123.

## **AMENDING THE CITIZEN PARTICIPATION PLAN**

This Citizen Participation Plan can be amended only after the public has been notified of the County’s intent to modify it and only after the public has had a reasonable chance to review and comment on proposed substantial changes.